

JOB ANNOUNCEMENT

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Planning for a region of 770,000 people (per 2010 Census) in the Chicago Metropolitan Area

POSITION TITLE: Regional Planner & Policy Analyst

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity with regional planning and demographic concepts
- Bachelor's degree is required in urban or regional planning, information science or a related field.
- Master's degree with at least two years of experience is desired. AICP certification is preferred.
- Demonstrated abilities in use of spreadsheets, word processing, presentation graphics and communications software, along with working knowledge of GIS.
- Knowledge and experience in identifying data sources, conducting research and analysis, and retrieving, accessing and working with U.S. Census and other Federal and State information.
- Ability to quickly respond to requests for information and analysis, identify and project trends, and interpret and relate data to overall regional goals.
- Proficiency in basic math skills, including fundamental statistical analysis, as well as English grammar
- Strong written and verbal communications and customer service abilities
- Demonstrated ability to prepare and give public presentations while making information understandable
- Problem-solving and time management skills, and a customer-oriented service ethic
- Ability to work effectively as a team member
- Ability to organize and prioritize multiple tasks

GENERAL DESCRIPTION OF ANTICIPATED DUTIES

- Position the agency as a go-to source for identifying and interpreting regional trends
- Conduct policy analysis of freight and logistics planning, economic development, and other planning activities related to updates and implementation of the *2040 Comprehensive Regional Plan*
- Manage demographic, transportation performance, environmental justice, economic, housing, fiscal and other data for internal and external users
- Establish and organize a regional, open-source data clearinghouse
- Analyze demographic, statistical and financial data, relate to overall regional goals, develop recommendations, and clearly communicate findings based on this analysis
- Prepare and format data, information and other materials to support planning and programming
- Respond to internal and external inquiries pertaining to data, information, analysis, display and interpretation
- Extract and analyze demographic data for use in travel demand modeling and other planning activities
- Forecast distributions of regional population, households, employment and other socio-economic attributes
- Prepare reports, planning documents and apply for grants, as required
- Expected to travel and attend events outside the office
- Update and maintain statistical data for agency website and reporting

ANTICIPATED POSITION CLASSIFICATION: Full-time – Professional A

SALARY / WAGE PARAMETERS: Salary: \$41,368 – 45,505 depending on qualifications

RESERVED RIGHT OF EMPLOYER / APPLICATION DEADLINE:

The employer reserves the right not to fill this position. Apply by 4:30 p.m. March 20, 2015. However, the position will remain open until filled.

APPLY WITH LETTER, RESUME AND PERSONAL AND PROFESSIONAL REFERENCES VIA EMAIL TO:

Steve Strains, Deputy Director/ Director of Planning
Northwestern Indiana Regional Planning Commission, 6100 Southport Road, Portage, IN 46324
219-763-6060, ext. 130; sstrains@nirpc.org